

9530

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

12/92

Revised

TITLE: ADMINISTRATIVE ANALYST

DEFINITION

Under general supervision, to provide professional and technical administrative and analytical assistance; to compile, review, and evaluate and make recommendations on the formulation of policy and procedure, and staffing and organizational changes.

DISTINGUISHING CHARACTERISTICS

REPORTS TO:

SUPERVISION RECEIVED AND EXERCISED

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Perform research and statistical analyses on administrative, fiscal, personnel, and operational problems; recommend appropriate actions based on analysis of gathered data.
- Compile materials and assists in the preparation of reports, manuals, and publications.
- Participate in the design and implementation of new and revised programs, systems, procedures, and methods of operation.
- Assist in departmental budget preparation and administration, purchasing activities, and personnel-related operations; coordinate payroll activities including overtime reporting and paycheck troubleshooting; pre-audit requisitions for budget authorization and availability of funds.
- Develop and monitor control and reporting procedures.
- Assist in the identification and recommendation of computer software and hardware needs, acquisition/installation, application design and implementation, and computer operation and maintenance.
- Assist in preparation of grant proposals for various programs and projects of the department or division; interface with governmental agencies regarding requirements for obtaining funds and monitoring procedures; present proposals as required.
- Review present and pending legislation to determine effect on organizational operations, and presents recommendations in verbal or written form.
- Lead and coordinate work projects of para-professional, technical, and clerical staff.
- Assist in the coordination of departmental activities with other city departments and division, and with outside agencies.
- Represent the city in the community and at professional meetings as required.
- Respond to complaints and requests for information.

QUALIFICATIONS

Knowledge of:

- Principles and practices of organization and public administration.
- Applicable federal, state, and local laws, rules and regulations regarding local government operations.
- Principles, methods, and practices of municipal finance, budgeting, and accounting.
- Principles of supervision.
- Research techniques, methods, and procedures and report presentation.
- Personal computer operation and software applications.

Ability to:

- Perform responsible and complex administrative work with accuracy, speed, and initiative.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Lead and coordinate work of para-professional, technical, and clerical personnel.
- Interpret specific rules, laws and policies and apply them in a variety of procedural situations.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective and cooperative working relationships with department managers and supervisors, co-workers, and the general public.
- Coordinate activities with other divisions and city departments.
- Operate personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

<u>Education:</u>	Equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration or a closely related field. Two years of professional experience may substitute for two years of the required education on a year for year basis.
<u>Experience:</u>	A range of 0-3 years of experience as an Administrative Intern, Management Intern, or Management Assistant with the City of Riverside, or 0-3 years of professional administrative experience. A master's degree may substitute for one year of experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Administrative Analyst

TO: Senior Administrative Analyst